



Landscape / Grading Permit Requirements

You do not need to apply for a Landscape/Grading Permit if **ALL** of the following exemptions are met:

- Not a Historic Property
- Not Removing Any Trees
- Not Working in the Floodplain or Stream Margin
- Not Working in the Smuggler Mountain Superfund Site
- Not Working in the 8040 Greenline Review Area
- Not Hardscaping in the Setbacks

AND

- Less than 200sq.ft. of work

OR

- Less than 1000sq.ft. of total Landscaping that does not include hardscape, or a change in grade or drainage pattern

Definition of Terms:

- **Hardscape** – in the practice of landscaping, refers to hard surfaced areas like decks, patios, walkways, and pools where the soil is no longer exposed to the surface. Hardscape also include other permanent features such as retaining walls and fire pits.
- **Landscape/Softscape** – any activity that modifies the visible features of an area of land. In the case for a landscape and grading permit, it alters features that are planted.
- **Change in Grade** – or “grading” occurs when soil material is disturbed on a site to establish a certain level, shape, or slope. In the case for a landscape and grading permit, the addition of mulch up to 4 inches is not considered “grading.”

Submittal Requirements:

- Site Plan
- CMP

In Addition:

If Plan Contains Less than 1000sq.ft. of Grading or Hardscaping:

- See Minor Grading/Drainage Submittal Requirement Checklist

If Plan Contains 1000sq.ft. or More of Grading or Hardscaping:

- See Major Grading/Drainage Submittal Requirement Checklist

If Plan Contains Exterior Lighting:

- Site Lighting Plan
- Individual Specification for each fixture
- Comcheck Energy Audit – **For Commercial Projects Only**

If Plans Contain Exterior Energy Uses (Snowmelt, Pools, and Spas):

- 2009 IECC REMP Worksheet
- The Site Plan must include locations of proposed snowmelt, spas, and/or pools. It must show individual snowmelt area square footages, and total square footage requested.
Note: Snowmelt proposed in a Right of Way (ROW) will require a separate zone, a ROW permit and a permanent encroachment license. Snowmelt may not drain to the ROW.

If Plans Contain a Firepit:

- Spec Sheet for Appliance

If Plans Contain Hardscape in The Setback:

- Structural Details Showing Improvement Height Above and Below Grade